NONAPPROPRIATED FUND HUMAN RESOURCES CENTER

A Quarterly Informational Brief for Nonappropriated Fund Employees

October 2005 – Volume 5

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SANDRA LEDFORD
NAF Human Resources Officer

Nonappropriated Fund
Human Resources Center
ATTN: PECP-SCR-N/NAF
Fort Bragg, NC 28310-5000

NAF JOB LINE: 396-3113
INFORMATION: 396-8933

RONNA ROWE GARRETT
Director of Civilian Personnel

Did you know . . .?

is right to ensure injury Regular part-

Workers' Compensation law and therefore, the of every NAF employee? Management *must* that employees who wish report a work-related is provided with the appropriate forms. full-time and regular time employees must be provided the LS-1, LS-201 and the Worker's Compensation Claim Benefit Options forms. Flexible employees must be provided with the LS-1 and LS-201 forms. Management must report work-related injuries using the LS-202 form. All appropriate documents must be complete, signed, dated and forwarded as soon as possible to the NAF Human Resources Center, through proper channels. Information and forms are available at http://www.bragg. army.mil/ NAFHHRC/W_C_htm. **POC is Ms. Sophia Carsten at 396-5538.**

NAF LEAVE TRANSFER PROGRAM POLICY

The Leave Transfer Program permits regular Nonappropriated Fund employees to donate "annual" leave to other regular NAF employees for documented medical emergency situations. A medical emergency means a medical condition of an employee or family member of the employee (to include any individual whose close association with the employee is the equivalent of a family relationship) that is likely to require an employee's absence from duty for a prolonged period of time [at least two (2) weeks] and will result in a substantial loss of income to the employee because of the availability of paid leave.

A panel of three (3) individuals (Union Rep, HRC Rep, and Resource Management Rep) will be established as a single point of approval for all applications for potential leave recipients.

The leave transfer program allows leave to be transferred between NAF Employees serviced by the *Fort Bragg NAF Human Resources Center.* However, the Department of Army Regulations does not permit leave transfer between Appropriated and Nonappropriated Fund employees

October 24th

The U.S. Army Community and Family Support Center, NAF Employee Benefits Office is pleased to announce that the NAF Employee Benefits Open Season for this year will be conducted from **October 24th through November 18th.** This important event, which occurs *only* every two years is a great opportunity for our NAF Employees to take advantage of the generous benefit package made available by the Army NAF Employers.

During this Year's Open Season Employees May:

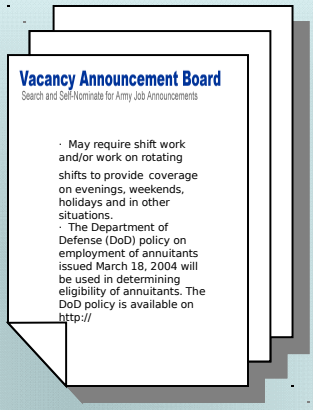
- Enroll in the DoD Health Benefit Plan or HMO, *available in some* areas and increase from single to family coverage and from without dental to dental
- Elect or increase coverage in the Group Life Insurance Plan
- This year and only this year enroll in the Group Long Term Care (LTC) Insurance Plan.

Although enrollment in the Army NAF Retirement and 401(k) Savings Plan is not restricted to Open Season, this is a convenient time to enroll or increase your deferral amount in the 401(k) Plan.

Open Season is also a good time to stop by your Human Resources Office and update your demographics information and beneficiary designations. You can check the accuracy of your demographic information and beneficiary designations, as well as your enrollment status in all the NAF Employee Benefit Plans, by accessing your benefits record in Employee Benefits Online at www.NAFBenefits.com, click Employee Benefits Online banner, and follow the instructions to logon.

Open Season is nearly upon us, so watch your mail, look for special announcements from your Human Resources Office, and periodically check NAF Benefits.com for more information on how to take advantage of this opportunity.

GREAT NEWS!


Vacancy Announcement Board
Search and Self-Nominate for Army Job Announcements
· May require shift work and/or work on rotating
shifts to provide coverage on evenings, weekends, holidays and in other situations.
· The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on http://

NAF competitive announcements are now posted on the CPOL website. To view open announcements go to **www.cpol.army.mil**, Under **Special Programs** - highlight "NAF Positions," Under **State**, highlight North Carolina and finally, click on "Get Results." Although you cannot self-nominate for NAF jobs online, you may email a resume to email address indicated on job announcement.

Additionally, in response to several suggestions from the field, the NAF Application Kit has been modified. An appendix has been added to the kit that contains the required DA Forms 3433, 3433-1 and 3433-2 in WORD fill able MS format which allows an applicant to electronically complete the job application, save it and e-mail to the servicing HRO.

The NAF Application kit can be found at http://acpol.army.mil/employment/naf.htm.

Reminder:

Make sure your HR Assistant has a current address.

Call your cell phone company.

According to the Federal Telecommunications Act of 1966, Federal Employees (past and present) are entitled to a discount on their cell phone service.

Discounts range from 18% and up.

Some cell phone companies require that you agree to a two-year plan and others may not.

Discounts can be taken by Federal Employees that are presently employed or retired, as well as active duty and retired military.

~~Call your cell phone company for details.~~

Whose Coming and Going?

COMING:

Caeser, James
Sports Specialist

Jenkins, Jimmie L.
Business Operations Officer

Ledford, John A
Automation Specialist – Customer Support

Mason, Troy
Director, Food & Beverage

Post, Victoria A.
Director of MWR
(formerly *COL* Victoria Post)

Showalter, Melvin
Sports Specialist

Thomas, Pam
NAF Support Manager

GOING:

Dunston, Dwight
NAF Human Resources Assistant

Civilian Human Resources Agency

The headquarters of the **Civilian Human Resources Agency (CHRA)** is located on Aberdeen Proving Ground, Maryland. CHRA exercises control over the Army's Civilian Personnel organizations consisting of regional Civilian Personnel Operations Centers (CPOCs) and installation Civilian Personnel Advisory Centers (CPACs) with a total workforce of approximately 3,000+ employees.

CHRA–NAF Division has the responsibility of training its' Human Resource personnel. They offer courses such as HR Basic Administration, Classification and Benefits through the classroom and by videoteletraining (VTT).

The latest class to complete the Defense Civilian Personnel Data System class. The class was offered 26 Sep through 30 Sep 2005.

Who said, it's all work and no play?

CPAC's Org Day was held on 16 Oct. at King's Grant.

Though the rain came splashing down, it didn't put a damper on the fun.

Ask Loretta Miller.

NAF HR Assistant

Dwight Dunston conducts The Price is Right.

Ronna Rowe Garrett, Director of Civilian Personnel (standing), shares a laugh with Sandra Ledford, NAF HR Chief (right) and Jo Epps NAF HR Assistant.

Joanna Pate, Assistant NAF HR Chief greets her fellow CPACers

Your NAF HR Assistants: Jenny Beltran (standing); Sibylle Boyd (far left); Adrea Parker; and Loretta Miller

And the Winners Are:

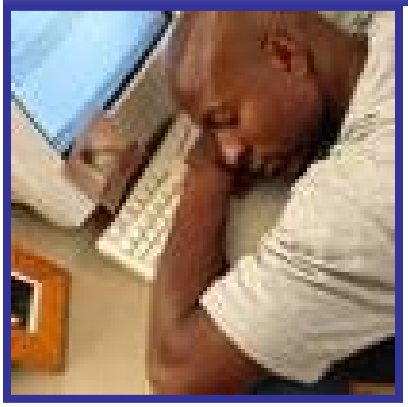
CPAC'S 15th Annual Award Ceremony was held at the Fort Bragg Officers' Club on 29 July 2005, where the winners in each of the 14 categories were announced.

Please join us in extending congratulations to this year's NAF employee winners and nominees.

Wallace W. Maass, Food & Bev.
Efficiency Award

Mary K. Carter, Lodging
Employee of the Year

10 Tips for Better Sleep



Feeling crabby or grumpy lately? Do you routinely ignore your alarm clock and snatch a few extra minutes to snooze before getting out of bed? To you have to fight to stay awake during long meetings, in overheated rooms or after a heavy meal? Are you irritable with your co-workers and friends? If you answered yes to any of these questions, you may not be getting enough sleep.

Getting too little sleep impairs memory, reaction time and alertness. Tired people are less productive at work, less patient with others and less interactive in relationships.

Sleep deprivation can also be dangerous. According to the National Highway Traffic Safety Administration, more than 100,000 crashes each year are caused by drivers falling asleep at the wheel.

John Shepard Jr., M.D. of the Sleep Disorders Center at Mayo Clinic, Rochester, MN, offers these tips to help you achieve restful sleep.

1. **Stick to a schedule, and don't sleep late on weekends.** If you sleep late on Saturday and Sunday morning, you will get Sunday night insomnia. Instead, go to bed and get up at about the same time *every* day.

2. **Don't eat or drink a lot before bedtime.** Eat a light dinner about two hours before sleeping. If you drink too much liquid before sleeping, you'll wake up repeatedly in the night for trips to the bathroom.

3. **Avoid caffeine and nicotine.** They're additive stimulants and keep you awake. Smokers often experience withdrawal symptoms at night, and smoking in bed can be dangerous. Caffeine should be avoided for eight hours before your desired bedtime.

4. **Exercise.** If you're trying to sleep better, the best time to exercise is in the afternoon. A program of regular physical activity enhances the quality of nocturnal sleep.

5. **A slightly cool room is ideal for sleeping.** This mimics your internal temperature drop during sleep, so turn off the heat and save on fuel bills.

6. **Sleep primarily at night.** Day time naps steal hours from night time slumber. Limit day time sleep to less than one hour, no later than 3 p.m.

7. **Keep it quiet.** Silence is more conducive to sleep. Turn off the radio and TV. Use earplugs or a fan or some other source of constant, soothing background noise to mask sounds you can't control, such as a busy street, trains, airplanes or even a snoring partner.

8. **Make your bed.** A good bed is subjective and different for each person. Make sure you have a bed that is comfortable and offers orthopedic comfort.

9. **Soak and sac out.** Taking a hot shower or a bath before bed can bring on sleep because it relaxes tired and tense muscles.

10. **Don't rely on sleeping pills.** Check with your doctor before using sleeping pills. Doctors usually recommend using sleeping pills for up to four weeks.

For general information about sleep:

American Sleep Apnea Association
1424 K Street NW, Suite 302
Washington, D.C. 20005
Phone: 202-293-3650

http://www.sleepapnea.org
asaa@sleepapnea.org

Upcoming Events in and Around Fort Bragg

Third Day

Fantasia

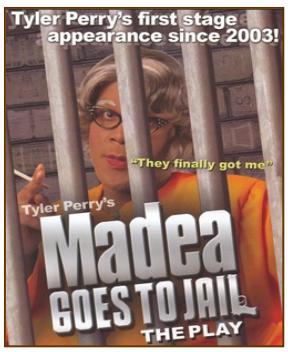
FAIR TIME: The 2005 North Carolina State Fair kicks off ***Friday, October 14*** and will run through ***Oct. 23.*** This year's fair is extended in both size and entertainment. Catch country music superstars, "American Idol" winner Fantasia and Christian rockers Third Day, among others. Visit www.ncstatefair.org/2005.

COMEDY NIGHT

7:30 p.m. – 8:30 p.m., Willie's Sports Bar, Officers' Club. Enjoy award winning National Comedy Club headliner, comedian, songwriter and author who has performed with Jeff Foxworthy & Jerry Seinfeld. Members $5, non-members $7. 907-CLUB.

SOLDIER SHOW: The U.S. Army Soldier Show, a song and dance troupe of the Army's most talented soldiers, is scheduled to perform **Oct. 21 at 7 p.m.** and **Oct. 22 at 2 p.m. at the Crown Theater**. Both shows are free and open to the public. This year's theme is "Operation America Cares." For information, call 396-6126 or 396-9126.

SHERRY BABY: Frankie Valli and The Four Seasons will perform in the Crown Theatre on **Oct. 28** to kick off the Community Concerts season.



CROWN THEATER
October 25 & 26
8:00 PM